

Purpose

Purpose

Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Quota Overview** service is located in the 'My Working Time' workset in ESS. Employees can use this service to monitor their quota entitlements and to plan time off.

The following two balances are displayed:

- **Entitlement** - The entitlement balance shows the amount the employee has accrued so far.
- **Remainder** - The remainder balance shows the current balance (Entitlement minus used).

Trigger

Use this service in Employee Self-Service (ESS) to display your leave (quota) balances.

Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal → ESS → My Working Time → Quota Balances

Transaction Code

ESS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

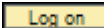
Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome essit15, MySCEmployee
powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | Alerts and Information | Universal Worklist

History | Back | Forward

Welcome to MySCEmployee

MySCEmployee is the place where state employees can manage their human resources and payroll information on file with the State. Employees can view their pay statements, make leave requests, and update direct deposit and contact information from any computer with an internet connection. We hope you find MySCEmployee a useful and convenient tool.

MySCEmployee Updates

- **MySCEmployee System Availability:** Payroll processing has completed and access has been restored to Employee Self Service and Manager Self Service.
- **Important Payroll Information:** With the end of the year rapidly approaching, final preparations are being made for the January 1 payroll. Employees are encouraged to review the **Employee Payday Checklist**.
- **MySCEmployee Password:** Due to an SAP technical issue, the process for changing your password has changed. Please follow these **instructions to change your password**. Note: You must be logged out of MySCEmployee before changing your password.
- **If you have not taken the Employee Self Service overview course**, we encourage you to do so as soon as possible. The overview course, along with other MySCEmployee courses can be accessed at www.sceis.sc.gov/page.aspx?id=158.
- **The MySCEmployee Reference Guide** and other support materials are available at www.sceis.sc.gov/page.aspx?id=166
- **If your agency requires you to enter time**, SCEIS recommends that time is entered in MySCEmployee on a daily basis beginning on December 2.

Helpful Links

- SC Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- State Employee Weather Alert
- SCEIS

Welcome essuser1, MySCEmployee
powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | Alerts and Information | Universal Worklist

History | Back | Forward

Welcome to the SCEIS Employee Portal

A revised agency rollout schedule approved September 15 by the SCEIS Executive Oversight Committee adjusts the timing of future implementations, while keeping the original Project completion date of July 2010. In the new schedule, agencies will go live in just two large rollouts, rather than a series of frequent smaller rollouts. (The upcoming FF2 rollout on November 3, 2008, is unchanged.) In the revised plan, the previously-identified Functional Fit 3 and 4 agencies and most of the broader-scope Wave agencies will all go live together, in a large Phase 3 rollout on November 2, 2009. A final rollout, Phase 4, will complete the SCEIS agency implementations on May 3, 2010. Between now and Phase 3, the SCEIS Project Team is working on development of the Human Resources / Payroll modules and a number of projects with enterprise-wide impacts, to establish the foundation set for all additional rollouts.

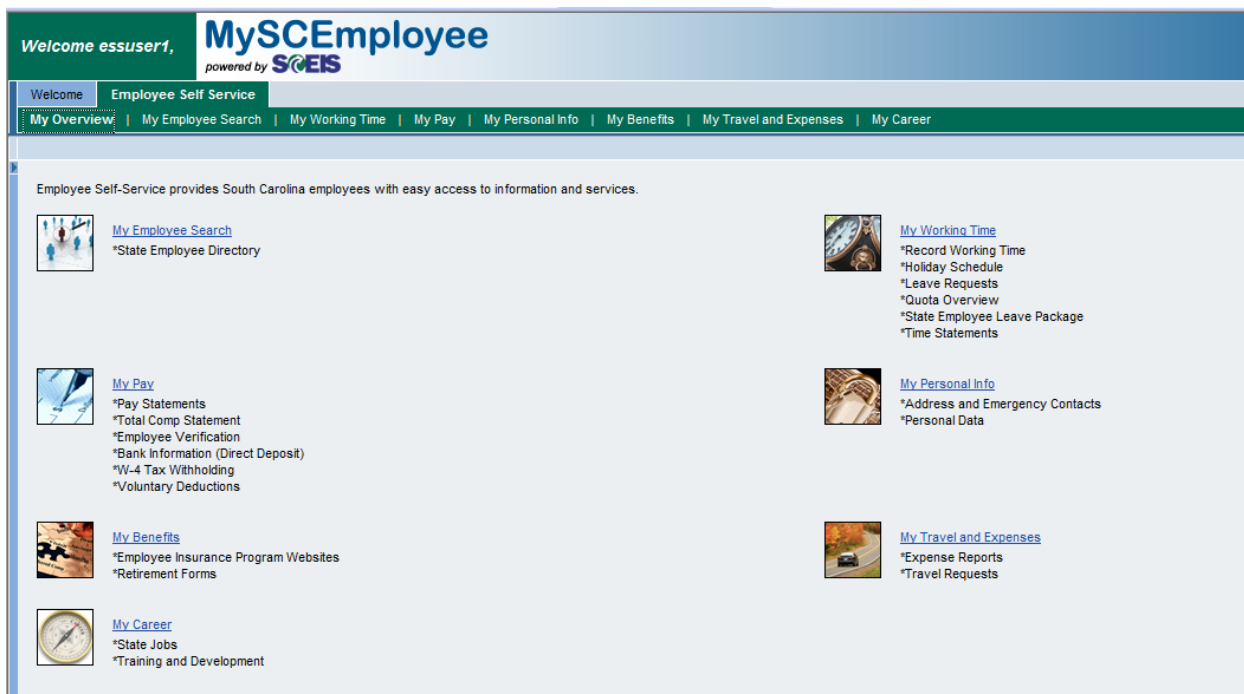
News Of Interest

- **A revised agency rollout schedule approved September 15** by the SCEIS Executive Oversight Committee adjusts the timing of future implementations, while keeping the original Project completion date of July 2010. In the new schedule, agencies will go live in just two large rollouts, rather than a series of frequent smaller rollouts. (The upcoming FF2 rollout on November 3, 2008, is unchanged.)
- **Finalizing roll out phases.** In the revised plan, the previously-identified Functional Fit 3 and 4 agencies and most of the broader-scope Wave agencies will all go live together, in a large Phase 3 rollout on November 2, 2009. A final rollout, Phase 4, will complete the SCEIS agency implementations on May 3, 2010. Between now and Phase 3, the SCEIS Project Team is working on development of the Human Resources / Payroll modules and a number of projects with enterprise-wide impacts, to establish the foundation set for all additional rollouts.
- **Note:** The Portal will be unavailable weekdays from 8pm to 9pm and on Sundays from 2 to 5 pm for regular Maintenance.

Helpful Links

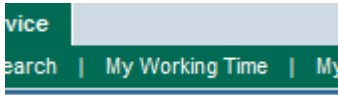


- SC Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- State Holidays
- SCEIS
- BLOG

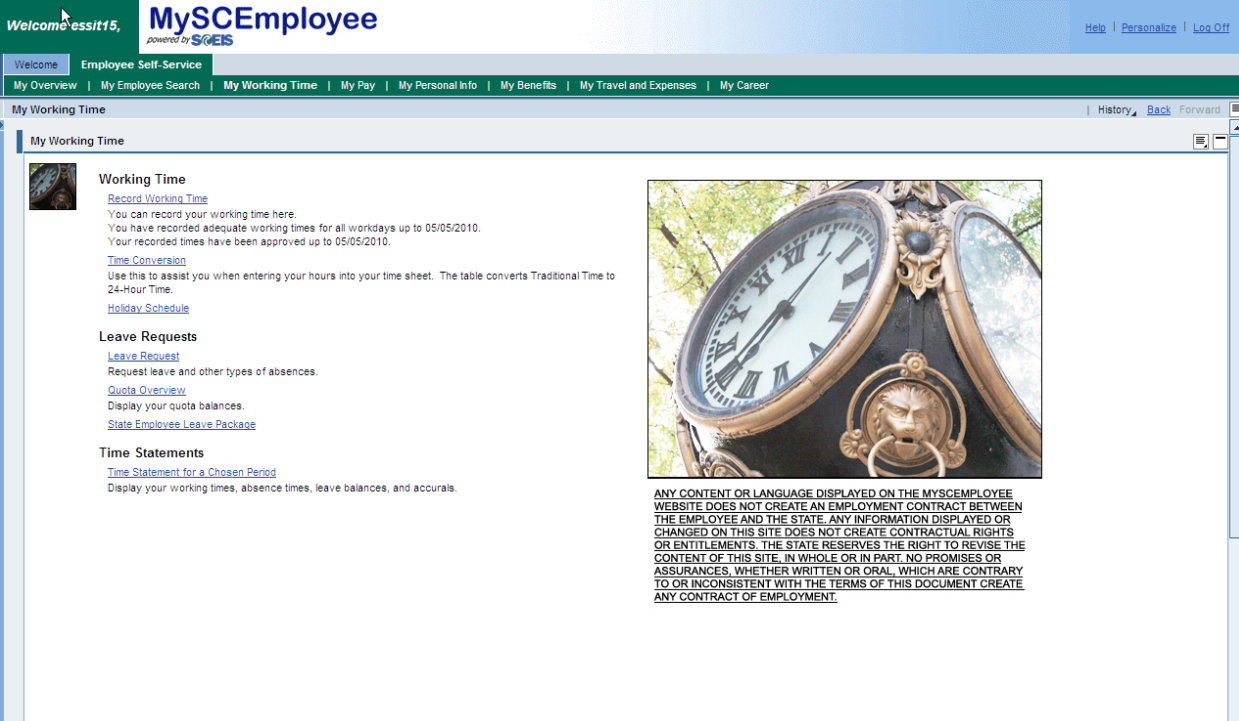
5. Click the Employee Self-Services tab **Employee Self-Service**.



The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by performing one of the following functions:

Activity	Notes
	Select the workset TAB . The workset tabs are located below the main ESS tab.
	Click the ICON for the workset.
	Click the main LINK for the workset.



Welcome essit15, MySCEmployee
powered by **SCEIS**

Help | Personalize | Log Off

Welcome | Employee Self-Service

My Overview | My Employee Search | **My Working Time** | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

My Working Time | History | Back | Forward

My Working Time

Working Time
[Record Working Time](#)
 You can record your working time here.
 You have recorded adequate working times for all workdays up to 05/05/2010.
 Your recorded times have been approved up to 05/05/2010.
[Time Conversion](#)
 Use this to assist you when entering your hours into your time sheet. The table converts Traditional Time to 24-Hour Time.
[Holiday Schedule](#)

Leave Requests
[Leave Request](#)
 Request leave and other types of absences.
[Quota Overview](#)
 Display your quota balances.
[State Employee Leave Package](#)

Time Statements
[Time Statement for a Chosen Period](#)
 Display your working times, absence times, leave balances, and accruals.

ANY CONTENT OR LANGUAGE DISPLAYED ON THE MYSCEMPLOYEE WEBSITE DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE STATE. ANY INFORMATION DISPLAYED OR CHANGED ON THIS SITE DOES NOT CREATE CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE STATE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS SITE, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS DOCUMENT CREATE ANY CONTRACT OF EMPLOYMENT.



The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **Quota Overview** service, click the link [Quota Overview](#).

Welcome essuser1, **MySCEmployee**
powered by **SOEIS**

Welcome | **Employee Self-Service**

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Time Accounts

Time Accounts

Quota Type: All Types On Key Date: 8/27/2009

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Annual Leave	2/14/2009	12/31/9999	65.63 Hours	24.63 Hours
Sick Leave	2/14/2009	12/31/9999	65.63 Hours	65.63 Hours
Holiday Comp	11/27/2009	2/27/2010	0.00 Hours	0.00 Hours
Holiday Comp	12/25/2009	3/25/2010	0.00 Hours	0.00 Hours

Done



The following two balances are displayed:

- **Entitlement** - The entitlement balance shows the amount the employee has accrued so far.
- **Remainder** - The remainder balance shows the current balance (Entitlement minus used).



To narrow the display to a specific **Quota Type**, select the quota type from the drop-down and click . Note: The system will default to display 'All Types.'



The balance are defaulted as of the current date. To display balances for another date, enter the date in the '**On Key Date**' field and click .

8. To exit the overview screen and return to the 'My Working Time' area page, click .

Result

You displayed your leave (quota) balances.